

# Town of Pima



## Special Event Permit Application

Telephone: (28) 485-2611 Fax: (928) 485-9230  
 110 W Center/PO Box 426  
 Pima, AZ 85543

-Office Use Only-

Date Received: \_\_\_\_\_

Date Approved: \_\_\_\_\_

Fee Amount: \_\_\_\_\_

Approved By: \_\_\_\_\_

This application is reviewed for completeness by Town of Pima. Please review the application for required submittal documents and review procedures. The applicant will be notified during the review process or upon completion of the initial review if there are deficiencies in the application requirements.

The review of this permit application will be based upon the Town of Pima Town Code as well as all other associated codes as adopted by the Town of Pima. Any clarification on statutes, ordinances, codes or policy may be directed to Pima Town Hall Staff. The review of this application may take up to two weeks. Upon approval of this application, inspections may be required. By signing the permit, you are giving the Town of Pima permission to conduct any and all inspections required. For questions or information concerning this application, please call Town Hall at (928) 485-2611.

Name			
Mailing Address			
Event Address or Parcel #			
Email Address			
Home Phone		Cell Phone	
Property Owner Printed Name			
Property Owner Signature			
Date of Event		Hours of Operation	

### Special Event Fee Schedule

Select One:

- Special Event without alcohol sales (no charge)
- Special Event with alcohol sales (\$25)

**The Following details must be provided for Special Event approval:**

- Please provide a description of the property to be used, rented, or leased for the temporary use, including all information necessary to accurately portray the property.

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- Please provide a description of the proposed use. Include a description of any possible impacts on nearby property due to extraordinary noise, odors, lighting, etc.

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- Please provide the number, size and location of any proposed signs. Must have written permission of the owner of the property to be used.

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- Please provide a description of trash receptacle locations provided for customers to dispose of trash related to the activity. The applicant is responsible for removing all trash, litter and refuse from the site at the end of each business day.

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- Will there be alcohol served at this event? If so, please provide Arizona Department of Liquor License #: \_\_\_\_\_
- Drawn plan of development, which shows all existing and proposed structures. Show any proposed sanitary facilities, and parking spaces that are available to service the proposed use. Must show sufficient access, parking and maneuvering space at the site.

I hereby certify that I have read and examined this permit application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_